



NY Mortgage Loan Originator License Amendment Checklist (Individual)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instructions

When making changes to your record in NMLS, review the checklist below.

Note: The MLO's NMLS Identification Number must be included on every document submitted to the Department. The Department may request additional information. Notifications for additional information will be posted to the NMLS or transmitted electronically utilizing the email address listed on your NMLS records or through U.S. Postal mail to the residential address

Helpful Resources

- [Individual \(MU4\) Amendments Quick Guide](#)
- [Individual Disclosure Explanations Quick Guide](#)
- [Disclosure Explanations - Document Upload Quick Guide](#)
- [Change of Employer Quick Guide](#)

Agency Contact Information

Contact New York State Department of Financial Services licensing staff via email to MLO@dfs.ny.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*New York State Department of Financial Services
Attention: Mortgage Banking – MLO Application
Processing Unit
One State Street
New York, NY 10004*

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- [Change of Employment](#)
 - NMLS Sponsorship Change Processing Fee: \$30
 - This fee will be waived for the initial sponsorship request for a license.

- [Change of Residential Address](#)

- [Change of Legal Name](#)

- [Change of Disclosure Question\(s\)](#)

Note: There are no NMLS amendment fees for changes made to the Individual Form (MU4) in NMLS. Fees collected through NMLS ARE NOT REFUNDABLE OR TRANSFERABLE.

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

DO NOT SEND THIS CHECKLIST TO THE DEPARTMENT

Complete	NY Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
<input type="checkbox"/>	<p>End Company Relationship: End the “Relationship” with your former employer in NMLS if the company has not already done so. For instructions on completing this action, see the Removing Access & Ending Relationships Quick Guide.</p> <p>Note: Once the current “Sponsorship” is removed, your license status will be updated to Approved-Inactive. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by NY.</p>	NMLS
<input type="checkbox"/>	<p>Employment History: Update the Employment History section of the Individual Form (MU4).</p> <p>Note: You must list the location where you are employed on the Individual (MU4) form. The physical address where you work must be licensed or authorized by the New York Department of Financial Services to conduct New York regulated mortgage loan origination activities.</p>	NMLS
<input type="checkbox"/>	<p>Confirm Email Address: Confirm that the email address listed in the following locations is current in NMLS:</p> <ul style="list-style-type: none"> • Home Tab>My Account>Update User Profile • Filing Tab>Individual>Identifying Information section 	NMLS
<input type="checkbox"/>	<p>Grant Company Access: Grant your new employer access to your NMLS record, to allow creation of new relationship/sponsorship. For instructions on completing this action, see the Providing Access to a Company Quick Guide.</p> <p>Note: After access is granted, your new employer is required to submit a “Sponsorship” request to this agency.</p> <p>Note: Once the new “Sponsorship” request is accepted, your license status will be updated to Approved-Conditional and you will be authorized to conduct business. You are not authorized to conduct business until the sponsorship request from your new employer is accepted by NY.</p>	NMLS
Note	<p>Change of Sponsorship: \$0 per license</p> <p>This fee will be paid by your employing company.</p> <p>NMLS Sponsorship Change Processing Fee: \$30</p> <p>This fee will be waived for the initial sponsorship request for a license.</p> <p>Fees collected through NMLS are NOT REFUNDABLE.</p>	N/A
<input type="checkbox"/>	<p>Surety Bond: Within 10 days of the Department’s acceptance of the new sponsorship you must submit evidence of Surety Bond coverage. Click here for</p>	Mail to NY Department of Financial Services

Complete	NY Mortgage Loan Originator License Change of Employment Amendment Items	Submitted via...
	<p>instruction on submitting MLO surety Bond</p> <p>Note: MLOs must speak to their new sponsoring entity to determine whether the company will be submitting an Originating Entity Surety Bond on behalf of the MLO.</p> <ol style="list-style-type: none"> For MLOs that will be covered by an Originating Entity surety bond, the Sponsoring entity must submit an updated Originating Entity Surety Bond Certification Form. Click here to access the Originating Entity Surety Bond Certification Form (to be submitted with Originating Entity Surety Bond) MLOs who are currently covered by an Individual Mortgage Loan Originator surety bond and will continue to be covered by such bond must submit an Original Surety Bond Rider reflecting the change in sponsorship, including the assigned work address. Also, submit an updated Individual Mortgage Loan Originator Certification form. Note: MLOs who will be covered by an individual bond for the first time, you must submit an Individual Mortgage Loan Surety Bond Form and the certification form. Note: For an "Individual Mortgage Loan Originator" surety bond, the name of the principal insured on the bond must match exactly the full legal name of the applicant as listed on the MU4 form filed through NMLS. Click here to access the Licensed Mortgage Loan Originators Individual Bond Form and Individual Surety Bond Certification Form 	
<input type="checkbox"/>	<p>Original License: Enclose the original license certificate issued to you by the New York State Department of Financial Services while employed with your previous sponsor, regardless of whether such certificate is expired.</p>	<p>Mail to NY Department of Financial Services</p>

Complete	NY Mortgage Loan Originator License Change of Residential Address Amendment Items	Submitted via...
<input type="checkbox"/>	Update Residential History Section: If changing residence, you must update the <i>Residential History</i> section of the Individual Form (MU4) and the mailing address listed in the Identifying Information section of the Individual Form (MU4).	NMLS

Complete	NY Mortgage Loan Originator License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	Update Identifying Information Section: If changing your legal name, you must update the <i>Identifying Information</i> section of the Individual Form (MU4).	NMLS
<input type="checkbox"/>	Proof of Legal Name Change: Submit a photo copy of the legal document (divorce decree, naturalization certificate, court order, marriage certificate etc..) authorizing you to change your legal name.	Mail to NY Department of Financial Services

Complete	NY Mortgage Loan Originator License Change in Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	Change in Disclosure Question(s): Submit an amendment for a change to Disclosure Question response(s) through the Individual Form (MU4) in NMLS.	NMLS
<input type="checkbox"/>	Changing a Response from No to Yes: Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes.” See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	Upload in NMLS in the <i>Disclosure Explanations</i> section of the Individual Form (MU4).
<input type="checkbox"/>	Changing a Response from Yes to No: When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason. You may select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No”. You may also upload a document (PDF) related to the explanation. See the Individual Disclosure Explanations Quick Guide and the Disclosure Explanations - Document Upload Quick Guide for instructions.	NMLS

